

JOB OPPORTUNITY

Franchise Tax Board is an equal employment opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

☒ Permanent
Full-time

☐ Permanent
Intermittent
Assignment

☐ Limited-term
(Temporary)
Length ____

☐ Formal Training
and Development
Assignment

Position Title: **Legislative Analyst**

Classification: **Program Specialist I/Program Specialist II**

Location: **Central Office-Sacramento Bldg**

Section/Unit: **Legislative Services Bureau**

Salary Range: **Determined by classification**

Number of Vacancies: **1**

Job Description: (includes typical duties)

Under the general direction of the Assistant Bureau Director, performs analysis and prepares complex reports or omnibus legislation relating to departmental tax issues; conceptually designs and drafts law at the request of member of the California Legislature and other customers; acts as a primary resource for technical, operational, and tax policy issues significantly impacting the tax laws administered by the department; serves as a team leader in development of responses to issues that impact the department's tax policies, administrative processes, or compliance activities; works independently in the development of significant issues; represents the department in contacts with legislative staff, tax accountants, and attorneys.

Required Knowledge, Skills, Abilities:

- Knowledge of Personal Income Tax Law and Bank and Corporation Tax Law
- Knowledge of Federal Income Tax Law and Regulations
- Excellent written and verbal communication skills
- Ability to handle numerous projects simultaneously
- Ability to work under pressure of short time frames and meet deadlines
- Excellent interpersonal skills
- Good attendance and dependability

Desirable Experience/Qualifications:

- ✦ Knowledge of Microsoft applications
- ✦ Knowledge of the legislative process
- ✦ Experience on departmental teams
- ✦ Broad knowledge of the department's programs

Mail or hand deliver your application by: October 2, 2006

Contact Person: **Patrice Gau-Johnson**

Telephone Number: **(916) 845-5521**

Address/Room Number: Exam Unit, PO Box 550, Sacramento CA 95812-0550 Attn: **Patrice Gau-Johnson**

Special Instruction: **FTB Employees Hand Deliver or Route To Patrice Gau-Johnson at M/S A350**

Please submit STD 678 and most recent performance evaluation. Applicants may be required to read and analyze a bill as part of the selection process.

To be considered for this Job Opportunity, applicants must have permanent civil service status, be reachable on an employment list, or have reinstatement eligibility. **Applications will be screened and only the most qualified applicants will be interviewed.**

All applicants not currently employed with the Franchise Tax Board will be subject to a pre-employment background investigation. The investigation will consist of completion of a pre-employment questionnaire, fingerprinting, and an inquiry to the Department of Justice to disclose criminal records.

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device. The California Relay Service telephone numbers are: (from TDD Phone) (800) 735-2929; (from Voice Phone) (800) 735-2922.